

Office of Security

**RESULTS OF SOME PROJECTS COMPLETED SINCE
1 May 1961**

1. Acceptance of 64 Recommendations. Many now in process of accomplishment; particularly records disposal - See pictures
2. Procedures Charted and submitted to ADP who acknowledged and commended
10. Records Control Schedule - 4000 cu. ft; Destruction Retirement
11. Will result in release of 7 safes. (\$3066)
12. Replacement of Wooden shelves and expansion
13. Release 9 pieces of filing equipment, including 4 safes (\$1742)
14. Replacement of Book Cases.
16. Replacement of Wooden Shelves and expansion
22. Return 20 Safes to Stock (\$8760.)
- New System. Elevator Files - 4 Safes (\$1742.)
- 26 and 27. Draft of Schedules Submitted for Review
30. Expansion of Existing Installation - Requested \$25,000 - we approved \$9,000.
32. Return 19 Safes (\$7300) -Space Saved 50%
33. Return 63 Cabinets - (\$3500) - Save 50% space.
34. Return of ~~28~~ 38 Safes (\$14,600)
39. Return 10 Safes (\$4380) - Save 63% space
41. Return 20 Safes (\$8700)
75. Return 11 Safes (\$4818).